



## **Long-Let Property Management Services:**

### **1. Property Inspection:**

- Conducting a comprehensive inspection of the property before and after the tenants' check-in/out to ensure its proper condition.

### **2. Cleaning Services:**

- Offering cleaning services upon request before/after the tenant/s move in/out to maintain the property's cleanliness and hygiene.
- Regularly cleaning the property, if authorized, and airing it when vacant to ensure proper upkeep.
- Operating plumbing systems periodically to ensure their proper functionality.

### **3. Emergency Services:**

- Providing round-the-clock emergency phone calls for any issues related to the property.

### **4. Rent Collection:**

- Collecting the rent upon request, and under specific terms and conditions.

### **5. Property Damage Management:**

- Reporting and handling any damages to the property promptly to minimize the repair and maintenance costs using trusted contractors and handymen.

### **6. Health and Safety Management:**

- Evaluating health and safety issues to prevent future damages and ensure the property is running efficiently and effectively.

### **7. Tenant Coordination:**

- Coordinating property reconditioning to enhance the property's appeal and value.
- Meeting new tenants on-site to provide them with a comprehensive orientation regarding the property layout and surrounding area and answer any questions they may have.
- Diverting mail if required and registering the contract with the housing authority if authorized.
- Preparing inventory and guiding with other rental/ARMS forms.
- Conducting regular inspections while tenants are residing in the property to double-check its upkeep, usually every four months during the first year.

**8. Bill Calculations & Utility Management:**

- Handling utility bill calculations and assisting with electricity, water, internet, and other related services when required.

**9. Maintenance & Repairs:**

- Personally carrying out common maintenance and minor repairs whenever possible at my hourly rate, offering a more cost-effective solution compared to many service providers charging significantly higher rates.
- Assisting with property refurbishments and improvements, including obtaining quotations, liaising with contractors and workers, coordinating works, and helping ensure projects are completed smoothly and efficiently.

I take pride in managing every property as if it were my own. I understand the importance of keeping a property well maintained, presentable, and running efficiently at all times. My aim is not only to protect the owner's investment, but also to ensure tenants are comfortable and satisfied throughout their stay, while providing owners with peace of mind through a reliable, hands-on, and personal service.

**Service Fee (T&Cs apply):**

- A 10% service fee of the total rent/month, excluding 18% VAT, applies.
  - An hourly rate of €20 is applicable for any extra work needed. T&Cs apply
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